Directions for “Supervisor’s Attendance Sheets”
(To be completed by Supervisor only)

Please provide a copy of this document and the Supervisor’s Log for Internship Student to your supervisor prior to your start date or the first day of internship. As of spring semester 2010, all supervisors will be asked to complete daily logs for interns. Sorry for any inconvenience this may cause but for completion of course, interns are now required to have supervisor’s document hours worked at internship site. Supervisor’s Log is available to download on Blackboard (for interns to provide) or the HCM Website to provide to your Supervisor. Log consists of 3 pages with each page containing five weeks records.

Prior to submitting to supervisor, intern will complete top section providing:
- Supervisor’s name,
- Site,
- Student name (Intern),
- Hours per week, and
- Total hours necessary for completion of internship.
Please document this information on each page.

Supervisors will complete the following information for each scheduled day:
- Date,
- Arrival time,
- Lunch period (not included in hours),
- Departure time,
- Hours completed for the day,
- Absence (excused or unexcused), (if more than 3 absences, please contact coordinator to discuss), and
- If any comments are necessary to document intern’s work.

Hours recorded will be submitted to HCM Internship Coordinator after completion of week 5, 10, and 15 if performing a 15 week internship. Due dates may change according to number of weeks scheduled to complete internship. As a required document, please submit at appropriate intervals (1/3, 2/3, & final week) during the semester. Note: It is the intern’s responsibility to ensure documentation is completed daily by supervisor and submitted at the designated intervals.

After completion of each page, supervisor may fax or scan and email to Coordinator.

Fax: 618 453-7020 Email: sbeebe@siu.edu
Address: Dr. Beebe
HCM Internship Coordinator
SAH, ASA, MC 6615
SIUC
Carbondale, IL 62901

If you have any question, please email or call. Again, thank you for assisting with this procedure and providing an internship site for our SIUC student.

Dr. Sandra Nagel Beebe
HCM Internship Coordinator
618 453-7202 Office

Last two weeks of semester, please complete the following 5 minute survey monkey evaluation form on-line:
Preceptor’s survey: http://www.surveymonkey.com/s/VTZZT5W